



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**UNITED STATES ARMY GARRISON, SCHWEINFURT**  
**CMR 457**  
**APO AE 09033**

IMEU-SWF-PWH

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #3-6, Statement of Non-availability (SNA)  
for UPH Quarters

1. References:

- a. AR 210-50, Housing Management, 3 Oct 05
- b. AE Supplement 1 to AR 210-50, Housing Management, 16 May 02

2. Purpose: To provide guidance on issuing SNAs for UPH quarters with BAH entitlements for unaccompanied enlisted personnel.

3. Scope: This policy applies to permanently assigned unaccompanied enlisted personnel in the rank of Private through Staff Sergeant assigned to the USAG Schweinfurt.

4. Policy: The Housing Officer, Directorate of Public Works (DPW) is the approval authority for issuing, controlling, and maintaining SNAs. The Housing Officer approves SNAs for unaccompanied enlisted personnel under any of the following conditions:

- a. The occupancy rate at the installation where the Soldier's unit is billeted is over 95%.
- b. The Soldier is seven months pregnant and the unit commander authorizes the Soldier to reside off-post with BAH entitlements.
- c. The Soldier is less than seven months pregnant and the attending physician, for medical reasons, recommends to the commander the Soldier reside off-post with BAH entitlements.
- d. The Soldier is assigned sensitive duty (i.e. certain law enforcement or military intelligence duty positions).

5. Unit Commanders prepare unaccompanied personnel housing (UPH) facility utilization report, and forward it to the Housing Division for review on a monthly basis. When the utilization rate is above 95%, individual unit commanders submit a list of Soldiers recommended to reside in off-post housing to the DPW NCOIC for review and determination.

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~~This policy memorandum supersedes policy memorandum #3-6, dated 27 July 2004 and remains in effect until rescinded.~~


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6. The Housing UPH Specialist reviews each utilization report to ensure accurate reporting of UPH spaces per DPW Real Property Inventory Records. The Housing Office conducts periodic space allocation inspections to ensure proper utilization of assigned spaces.

7. The point of contact for this policy is the USAG Schweinfurt Housing Division at DSN 354-6317.

"PRIDE, PROFESSIONALISM, TEAMWORK"

  
ANTHONY E. HAAGER  
LTC, QM  
Commanding

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